

**Letter of Agreement  
Between  
The Los Angeles Police Department  
And  
Pasadena City College Police Department**

**1. PARTIES**

This Letter of Agreement is made and entered into by and between the City of Los Angeles, acting by and through the Chief of Police, Los Angeles Police Department (LAPD) and Pasadena City College, acting by and through the Chief of Police, Pasadena City College Police Department (PCCPD).

**2. PURPOSE**

This Agreement is entered into between the parties for the purpose of establishing indemnification and agency jurisdiction for administrative investigations.

**3. EFFECTIVE DATE**

This Agreement shall become effective on the date of the final signature of the parties and shall remain in effect until such time as one of the parties terminates the Agreement.

**4. JOINT INVESTIGATIVE AUTHORITY**

Pasadena City College agrees that the LAPD will have joint investigative authority, and full access to all information gathered, in any administrative investigation of acts or omissions by off-duty LAPD officers, while they are employed by Pasadena City College. These investigations include, but are not limited to, Use of Force Investigations, Pursuit Investigations, Misconduct Investigations, Traffic Collision Investigations, and any other type of administrative investigation that may result from the acts or omissions of off-duty LAPD officers while acting as Pasadena City College Police officers.

Prior to granting permission to any LAPD officer to work for the PCCPD, LAPD shall obtain a Release and Waiver in the form attached hereto Attachment 1, and shall provide a copy of the executed form to the PCCPD.

**5. INDEMNIFICATION**

Pasadena City College agrees to defend, indemnify, and hold the LAPD and the City of Los Angeles, its officers, agents, and employees harmless from and against any and all liability, claims, awards, lawsuits, damages, losses of any kind, and expenses,

including but not limited to, reasonable attorney's fees and court costs, resulting from acts or omissions by off-duty LAPD officers, while engaged in employment for the Pasadena City College

This Agreement to defend, indemnify and hold harmless is binding and enforceable notwithstanding any terms to the contrary in any insurance policy or Joint Powers Insurance Agency coverage memorandum which may be applicable to such claims.

The Chief of Police attests that he has been authorized by the Pasadena City College Board of Trustees, to indemnify the LAPD and the City of Los Angeles on behalf of the Pasadena City College Police Department.

## **6. POINTS OF CONTACT**

### **LOS ANGELES POLICE DEPARTMENT**

Commanding Officer, Administrative Services Bureau  
Los Angeles Police Department  
100 W. First Street, Suite 639  
Los Angeles, CA 90012  
(213) 486-7060

### **PASADENA CITY COLLEGE POLICE DEPARTMENT**

Chief of Police, Steven Matchan  
1570 East Colorado Boulevard  
Pasadena, CA 91106  
(626) 585-7484

## **7. TERMINATION**

The LAPD and the PCCPD may terminate this LOA for any reason by providing a 30-day notice in writing to the other party. The Notice of Termination shall specify the date upon which such termination becomes effective.

**Pasadena City College**

**City of Los Angeles**

By: 

**STEVEN MATCHAN**  
Chief of Police  
Pasadena City College Police Department

By: 

**CHARLIE BECK**  
Chief of Police  
Los Angeles Police Department

**EMPLOYEE RELEASE AND WAIVER**  
**REGARDING PERSONNEL FILES**

I, \_\_\_\_\_, Serial No. \_\_\_\_\_, hereby authorize the City of \_\_\_\_\_ and the \_\_\_\_\_ Police Department, to release any and all personnel files, personnel documents, and/or personnel records pertaining to my employment with the City of \_\_\_\_\_, to the Los Angeles Police Department.

I understand that I have a right to confidentiality of my peace officer personnel records maintained by the City of \_\_\_\_\_, as defined by California Penal Code Sections 832.7 and 832.8. I voluntarily and knowingly waive the right to confidentiality of those records and understand that I am agreeing to release to the Los Angeles Police Department, any records they request that pertain to my employment with the \_\_\_\_\_ Police Department.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 1